

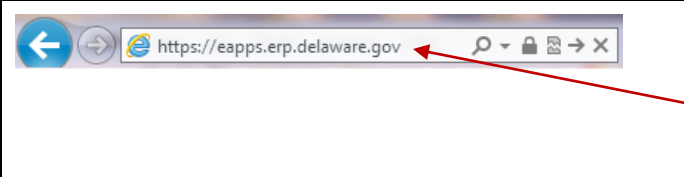
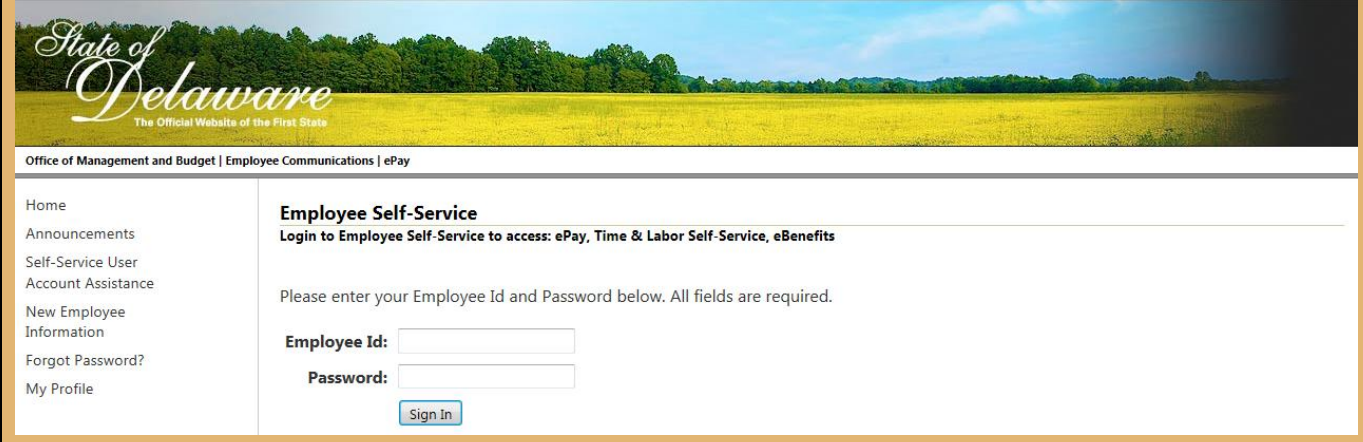
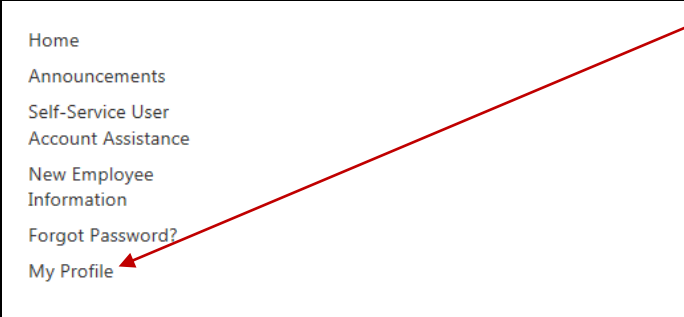


Employee Self-Service Change Challenge Questions Instructions

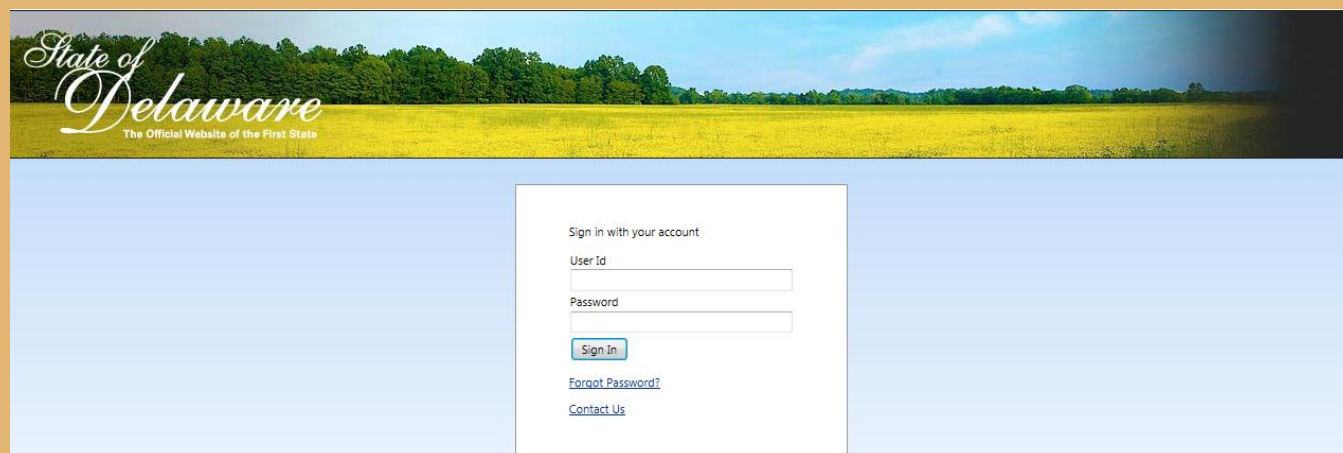
If you have any questions please contact your Human Resources or Payroll Office

The State of Delaware provides employees the ability to change their Challenge Questions to the Employee Self-Service login page using Identity Access Management (IAM). IAM eliminates the need for employees to contact the Employee Self-Service Call Center or complete an online request. The following pages are detailed instructions for changing the Challenge Questions used for "Forgot Password" functionality.

Login

	<p>Enter https://eapps.erp.delaware.gov in your browser address bar.</p> <p>Press Enter or Click Go.</p> <p><i>Note: It is recommended that you save this in your 'Favorites'.</i></p>
<p>The Employee Self-Service website opens</p>	
	
	<p>Click My Profile.</p>

The **State of Delaware Identity & Access Management (IAM)** sign-in page opens



State of Delaware
The Official Website of the First State

Sign in with your account

User Id

Password

[Sign In](#)

[Forgot Password?](#)

[Contact Us](#)

Sign in with your account

User Id

Password

[Forgot Password?](#)

[Contact Us](#)

Enter **User ID** (User ID = six-digit Employee ID number).

Enter **Password**

Click **Sign In**

The **State of Delaware Identity & Access Management (IAM)** home page opens.



State of Delaware
The Official Website of the First State

Home

My Profile

- My Information
- My Access

State of Delaware Identity & Access Management (IAM)

Welcome to the State of Delaware Identity Access Management (IAM) self registration and account maintenance system.

Here you can maintain your IAM account and request specific application access by subscribing to a particular agency's online services located in the catalog.

Login to **Employee Self Service** to access ePay, Time & Labor Self-Service, eBenefits and Race/Ethnicity

Home

My Profile

My Information

My Access

Click **My Information**.



The **Basic User & Contact Information** page opens.

The screenshot shows the 'Basic User & Contact Information' page. The top section contains fields for Organization (EMPLOYEE), User Login, Manager, First Name, Middle Name, Last Name, E-mail, Street, PO Box, City, State, Postal Code, and Country. Below this is a sidebar with links: Change Password, Challenge Questions, Direct Reports, and Proxies. The 'Challenge Questions' section is expanded, showing three questions and their corresponding answer fields. A confirmation message 'Questions and answers are updated successfully' is displayed at the bottom. A sidebar at the bottom left contains links for Home, My Profile, My Information, and My Access. Red arrows point from the instructions on the right to the 'Challenge Questions' link, the 'Question 1' dropdown, the 'Answer 1' field, the 'Apply' button, the confirmation message, and the 'Home' link.

Challenge Questions

Your secret questions and answers are already set. However, you can use the below form to set them new.
Questions and answers must all be unique.

* Question1 * Answer1
* Question2 * Answer2
* Question3 * Answer3

☒ Questions and answers are updated successfully

☒ Home
☒ My Profile
 ☒ My Information
 ☒ My Access

Click to expand the Challenge Questions section

For security purposes, previous Challenge Questions do not appear.

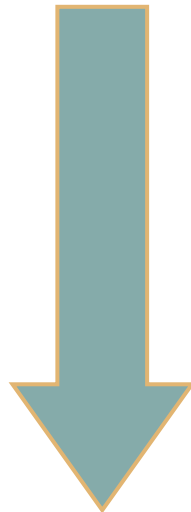
Click to reveal the questions and choose a new question for **Question 1**.

Tab to **Answer 1** field and type the answer.
Repeat for **Questions 2 & 3** and **Answers 2 & 3**.
Note: These are required fields.

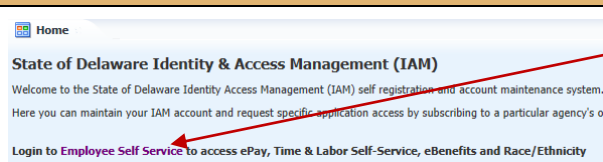
Click **Apply** located to the right of **Challenge Questions** section.
*The Challenge Questions blank out after clicking **Apply**.*

A confirmation message will appear at the top of the screen.

Click **Home**.

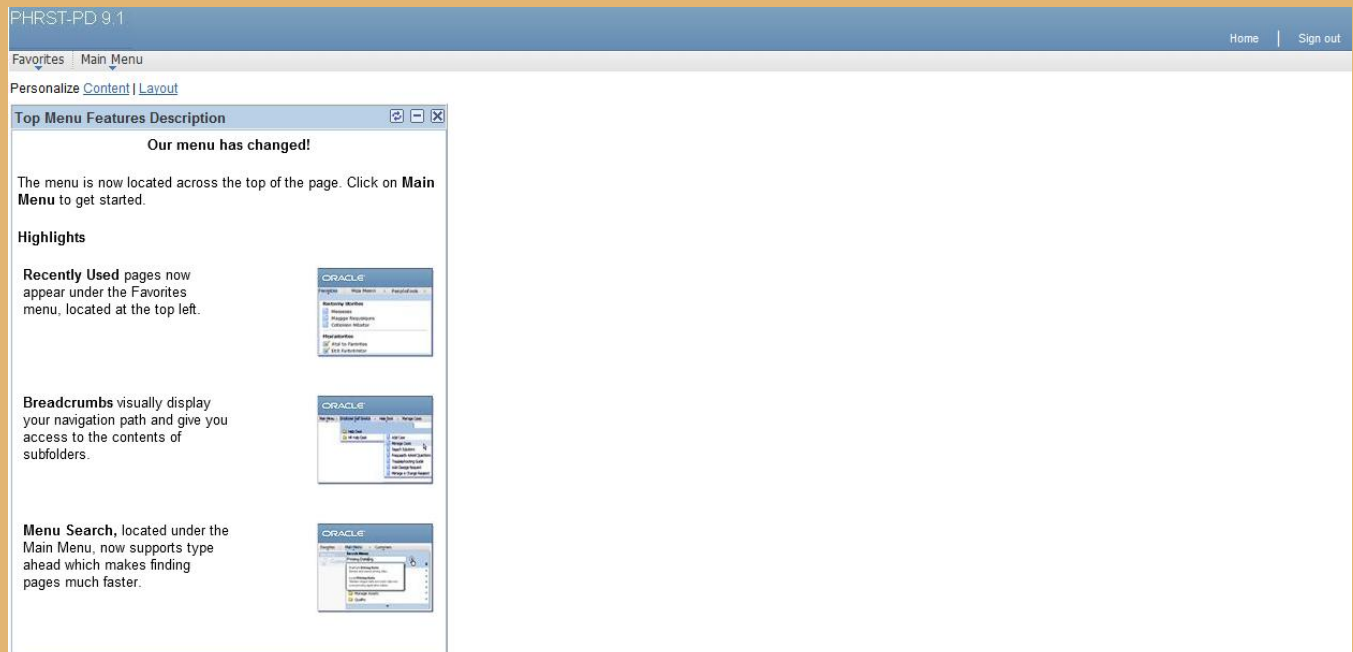


The **State of Delaware Identity & Access Management (IAM)** home page opens.



Click **Login to Employee Self-Service.**

The **Employee Self-Service** page opens



- You have successfully changed your Challenge Questions.
- You are ready to view your paycheck, eBenefits, Time & Labor and Race/Ethnicity Designation (if applicable).